Standard Operating Procedure
Receiving Finished Goods from Production for Inspection

Purpose

This SOP details the process for **receiving finished goods from production for inspection**, including verifying the quantity and quality of products delivered, cross-checking production documentation, identifying and segregating defective items, recording inspection results, and coordinating with production and quality control teams to ensure compliance with quality standards before goods proceed to storage or dispatch.

Scope

This procedure applies to all personnel responsible for inspecting finished goods received from production before they are placed in storage or shipped to customers.

Responsibilities

Role	Responsibilities
Receiving Inspector	Receive goods, verify quantity & quality, inspect documentation, and record inspection results.
Production Team	Prepare and deliver finished goods with complete documentation.
Quality Control (QC) Team	Support defect identification and verify compliance with quality standards.
Warehouse Staff	Store accepted goods as per SOP and manage segregation of non-conforming items.

Procedure

1. **Preparation**
   - Ensure inspection area is clean and ready.
   - Gather necessary inspection tools, forms, and equipment.
2. **Receiving Goods**
   - Receive finished goods from production against a transfer note or job card.
   - Visually check packages/pallets for obvious damage or discrepancies.
3. **Verification of Quantity**
   - Count the items received and verify against the production documentation (e.g., Production Order, Delivery Note).
   - Report and document any shortages, overages, or damage immediately to production and QC.
4. **Quality Inspection**
   - Perform inspection as per inspection checklist or quality standards.
   - Check product appearance, dimensions, labeling, and packaging as specified.
5. **Documentation Review**
   - Cross-check all received documentation (batch records, test reports, etc.) against standards.
   - Confirm signatures, batch/serial numbers, and certification documents are present and correct.
6. **Non-Conformance Handling**
   - Identify and segregate defective or non-conforming items in a designated area.
   - Label and record non-conforming items as per QC procedures.
   - Inform Quality Control and Production for further investigation.
7. **Recording Results**
   - Complete inspection record forms/logs with quantity inspected, conformity status, and remarks.
   - Obtain relevant signatures (inspector, production representative, QC if required).
8. **Coordination & Final Disposition**
   - If goods pass inspection, release to the warehouse for storage or dispatch.
   - For rejected goods, follow up for corrective actions as per Non-Conformance SOP.
   - File all completed inspection records and maintain traceability.

Records

- Inspection checklists and logs
- Non-conformance reports
- Received goods documentation (Delivery Notes, Production Orders, Batch Records, etc.)

References

- Quality Control Manual
- Non-Conformance Handling SOP
- Production Transfer Documentation Guidelines

Revision No.: 01 | **Effective Date:** [Insert Date] | **Prepared By:** [Name/Dept]